

Chief, Management Staff

16 May 1957

Chief, Records Management Staff

Weekly Report - Week Ending 15 May 1957

1. Contributions

a. Tangible

- (1) Completed the evaluation of three Employee Suggestions.
- (2) Reviewed a proposed Handbook [ ] for Financial Accounting for Property and proposed that reports control symbols be assigned to four reports required by this issuance. 25X1
- (3) Assisted the Machine Division/OCR in implementing their Records Management Program by installation of a filing system and by the retirement and destruction of their inactive records. So far seven cubic feet of records have been destroyed in the office and four cubic feet transferred to the Records Center.
- (4) Assisted the Medical Division in the transfer of four cubic feet of the records to the Center.
- (5) Completed thirteen new and revised forms; one of these included a new form for Logistics on which they will record all of their procurement approvals and thereby properly document their contract file. This new form eliminates five forms and memoranda formerly used to accomplish the same objective.
- (6) The Records Center received sixty-seven cubic feet of inactive records; seventy cubic feet were transferred or destroyed by the Center.

b. Intangible

None.

2. Assignments (Active)

- a. Installation of Filing System, OSI - continuing installation in Geophysics Branch.

- b. Eleven new and revised forms in process.
- c. Review of Vital Materials Program - Office of Comptroller, OTR, Office of Personnel, and Medical Office.
- d. Booklet on suggestions for saving space - preliminary booklet completed and arrangements made for Graphics Register to assisted in development of illustrations.
- e. Review of requisitions for filing equipment - completed review of eleven requests and returned them to Office of Logistics for processing.
- f. Use of Shelf Filing, Biographic Register - the Remington Rand Company was the low bidder for this equipment. Office of Logistics in process of making award of contract.
- g. Use of Shelf Filing, Security Office.
- h. Records Disposition Survey, OCR - progress is continuing on getting agreement from operating officials on our proposals for Records Disposition; approval has been received on 423 of the 491 items separately described on the schedule.
- i. Records Management Survey, Stock Management and Requirement Section, Office of Logistics - majority of files have been centralized for more effective control; subject file installed and training of employees conducted; four file series discontinued. The results from this project so far have been very substantial.
- j. Records Disposition Survey, Commercial Staff - preliminary schedule for administrative records and certain other records completed and preliminary schedules submitted for comment.

3. Assignments (Inactive)

None.

4. News

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- a. [ ] of the New Building Planning Staff advised that Colonel White approved the purchase of a comminuting machine to be installed on a test basis at [ ]

25X1

[ ]

25X1

25X1

- b. Arrangements are being developed with the Office of Security [redacted] to operate the incinerator on a twenty-four hour basis thereby assisting in the destruction of a large back log of records awaiting disposition.
- c. The Archivist of United States has approved the transfer of certain captured Japanese meteorological records from this Agency to the Weather Bureau.

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